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15 February 1954

MEMORANDUM FOR: DEPUTY DIRECTOR/PLANS
DEPUTY DIRECTOR/INTELLIGENCE
DEPUTY DIRECTOR/ADMINISTRATION
ASSISTANT DIRECTOR FOR COMMUNICATIONS
ASSISTANT DIRECTOR FOR PERSONNEL
DIRECTOR OF TRAINING

SUBJECT: Director's Daily Log

1. In view of the decision made at the Deputies' Meeting on Monday, 8 February 1954, to change the composition of the Director's Log, it has been determined that the following subjects are appropriate for inclusion therein:

a. Notation of important communications received from other departments;
b. Reports of discussions or meetings with other agencies involving policy matters, except those matters of an operational nature;
c. Return of Station Chiefs [redacted] to Washington, or return of Key Headquarters personnel from trips; 25X1
d. Briefings and debriefings scheduled for important Government officials;
e. Items regarding Communications, Personnel and Training matters.

2. Operational information will not be included in the Director's Log.

3. The method of submitting material for the Log will be determined by the Chief of each of the major components: DD/P, DD/I, DD/A, EA/DCI, AD/CO, AD/P, D/TR. Each component will ensure that items for inclusion in the Log reach the Office of the Director by 4:00 p.m. on weekdays, and 12:00 noon on Saturdays. Items of importance and urgency can be submitted after the deadline, if necessary. All items will be 25X1
[redacted] Room 1, Administration Building -

4. The Director's Log will normally be classified Confidential. When appropriate, a higher classification will be used.

[redacted] 25X1
Executive Assistant
to the Director

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